

## Year 2000 Questionnaire

<b>Charter #:</b>		<b>Examiner:</b>	
<b>Credit Union:</b>		<b>ID/Reg/SE</b>	/ /
<b>Comp. Date:</b>			
<b>EDP Vendor:</b>			
<b>Software Name:</b>			
<b>Version #:</b>			

<b>Capability</b>	<b>Y,N,NA</b>
1. Are the institution's/vendor's information processing (hardware and software) and delivery (telecommunications) systems capable and ready to handle Year 2000 processing?:	
a. Hardware?	
b. Software?	
c. Telecommunication?	
<b>If Yes to a, b, and c, skip to question #13.</b>	
<b>Overall Plan</b>	
2. Does the institution have a year 2000 problem resolution process that includes these basic phases:	
a. awareness of the problem;	
b. assessment of complexity;	
c. renovation;	
d. validation; and	
e. implementation?	
3. Has the institution/vendor prioritized internally and externally maintained systems (hardware, software, and operating systems)?	
4. Has the institution considered the impact of the Year 2000 on internal, environmental systems that are dependent on embedded microchips, such as vaults, security and alarm systems, elevators, telephones, FAX machines, and HVAC (heating, ventilation, and air conditioning)?	
<b>Resource Implications</b>	
5. Has the institution established a budget for the year 2000 effort?	
6. Has the institution determined whether they have sufficient resources (hardware, people, dollars, etc.) necessary to ensure Year 2000 processing capabilities?	
<b>Sponsorship/Monitoring</b>	
7. Has the institution assigned overall responsibility for the year 2000 effort to a senior manager?	
8. Has the institution established project target dates and deliverables for the year 2000 effort?	
9. Does the process include regular reporting to and monitoring by senior management?	
10. Does the institution's/vendor's Year 2000 plan call for the renovation of all mission critical systems to be largely completed by December 31, 1998?	
a. If no, when does the institution expect to meet the requirements (date)?	

11. Will the institution's/vendor's testing for Year 2000 renovations be well under way, for mission critical applications, by December 31, 1998?	
a. If no, why not?	
12. For those institutions not in compliance and/or without adequate Y2K plans, did you address the problem in the examination report and reach appropriate corrective agreements?	
a. If no, why not?	
13. What is your overall assessment of the credit union's Y2K risk (Low/Med/High)?	
14. Provide any additional comments:	
15. How much time (in hours) did you spend on Y2K issues?	

**General Instructions:**

1. Recommendation: Save the questionnaire to your hard drive. Each time you need to use the questionnaire, load the shell, use File, Save As to save it under a different name (i.e. 12345q for charter #12345's questionnaire). Enter the information and save your changes. When the E-Form is released, you will be able to cut-n-paste your comments into the E-Form so that you don't have to retype them.
2. Complete all questions unless 1a, 1b, and 1c are Yes, in which case, answer all questions in #1, #13, #14, and #15.
3. For questions requiring a Y, N, or NA response, only enter one of these responses. Do not attempt to enter comments or other information.
4. For questions requiring a comment but for which the Y,N,NA column is "greyed out", enter your response at the end of the question (i.e. in the first column).
5. For fields requiring a date, enter them in the mm/dd/yy format (01/01/97, 06/12/97, 11/30/97, etc.).
6. For fields requesting numeric information, only enter numbers. Do not enter text into numeric fields.

**General Definitions/Instructions:**

Comp. Date: Date examination was completed.

Software Name: Name of the software package the credit union uses.

Version #: The version number of the software package, or other identifying information.

Examiner: Examiner name.

ID/Reg/SE: Employee ID#/Region#/SE Letter.